

West Virginia University Airplane Reservation Form

1. General business purpose for trip: Attend the WV Higher Education Policy Commission Meeting in Charleston, WV
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): CRW
4. Destination address: CRW airport

Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	11/17/2016	MGW		CRW
2	11/18/2016	CRW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Joyce McConnell		Provost and VP for AA	Academic Affairs	Provost McConnell will represent WVU at the meeting of the West Virginia Higher Education Policy Commission in Charleston, WV.	2

5. Lead passenger name / cell number: ~~Joyce McConnell~~ Joyce McConnell - on file
6. Ground transportation:
  - No ground transportation required.
  - I prefer to set up my own ground transportation.
  - I prefer to have LJ Aviation set up ground transportation. Details: \_\_\_\_\_

7. Catering:
  - No catering required.
  - Catering is required. Details: \_\_\_\_\_

8. Signature of WVU President, Vice President, Chancellor or designee:
   
Jaura Hackett      LAURA HACKETT      Date: 11/16/16
  
 X      Printed: Amy Garbrick

For internal use:	
9. Approved by WVU President's Office: <u>[Signature]</u>	Date sent to LJ Aviation: <u>11/16/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014